

Come work at CDSS where . . .

People come First!

THE ADULT PROGRAMS DIVISION

**HAS THREE IMMEDIATE OPENINGS IN THE LITIGATION AND
APPEALS BUREAU FOR THE FOLLOWING POSITIONS:**

STAFF SERVICES ANALYST/ ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (LIMITED TERM)

These positions are currently Limited Term, subject to becoming permanent pending Department of Finance approval.



EMPLOYMENT OPPORTUNITY

Interested in locating to an inviting work environment that offers FREE parking and access to light rail? Interested in working for a Program that is delivered through California's 58 counties and assists in providing domestic and personal care services to aged, blind and disabled recipients?

The Department of Social Services, Adult Programs Division has an immediate opening to help you fulfill your desire to serve California's most fragile residents.

Come join a wonderful group of highly skilled and motivated individuals who are out to make a difference in the lives of those in need.

To find out more information and view a copy of the duty statement, please click on the appropriate link. Once you have viewed the information if you still have questions, please contact Chisa Brite at 916-229-4346.

Your signed state application can be mailed/faxed to the location specified below, or e-mailed to Chisa.Brite@dss.ca.gov.

Applications will be evaluated based on eligibility and desired qualifications, and interviews may be scheduled. All appointments are subject to SROA/Surplus provisions. A background check and fingerprinting will be required prior to appointment to this position.

CDSS EMPLOYEES ARE ENCOURAGED TO APPLY.

Final File Date: Open Until Filled

If interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: Chisa Brite
8745 Folsom Blvd., Ste 230 MS 19-92
Sacramento, CA 95826
916-229-4346 / 916-229-3155 (fax)

DUTY STATEMENT
ADULT PROGRAMS BRANCH
LITIGATION AND APPEALS BUREAU
STAFF SERVICES ANALYST (SSA)
(LIMITED TERM)

Under the direction of the Appeals Unit Manager, Staff Services Manager I (SSM I), the Staff Services Analyst (SSA) performs the staff work associated with appeals filed by In-Home Supportive Services (IHSS) providers. The SSA analyzes appeals, communicates with individuals verbally and in writing, and prepares a variety of written documents. The Appeals Unit is the central processing point for appeals filed by IHSS providers in the 58 counties, pursuant to Welfare and Institutions Code (WIC) Section 12305.81.

SPECIFIC ASSIGNMENTS

Appeals Analysis

55%

- a. Conducting administrative reviews of IHSS provider enrollment denials.
- b. Reviewing requests for appeals sent by the applicant provider.
- c. Reviewing all information and documentation used by the counties to make their decision to deny the applicant provider.
- d. Reviewing all county actions to validate the appropriate procedures was followed.
- e. Contacting and working directly with counties to obtain necessary information.
- f. Analyzing information contained on the IHSS Provider Enrollment Form (SOC 426).
- g. Reviewing appeals for timeliness of filing.
- h. Sending letters to IHSS providers.
- i. Researching provider history in the CMIPS database.
- j. Contacting providers and counties for additional information.
- k. Evaluating various documents and correspondence supporting each appeal.
- l. Responding to telephone calls received.
- m. Recommending appropriate adjudication of appeals.

Interpreting Program Policies and Procedures

40%

- a. Analyzing policy issues for program impact.
- b. Identify and analyze issues which arise during adjudication of appeals.
- c. Discussing proposed action with Bureau management.
- d. Researching and interpreting Penal Code Sections.

Other Duties as Assigned

5%

SUPERVISION RECEIVED

The SSA receives direction from and reports directly to the Appeals Unit Manager (SSM I). The SSA is required to utilize initiative and resourcefulness in completing assignments.

ADMINISTRATIVE RESPONSIBILITY

None

PERSONAL CONTACTS

The SSA will have contact with IHSS providers, departmental employees, representatives from county governmental agencies and legal staff.

ACTIONS AND CONSEQUENCES

The SSA adjudicates appeals pursuant to WIC 12305.81 and identifies errors/problems relative to the appeal process. Therefore, good judgment in making recommendations is critical in order to achieve the following:

- Meeting the responsibility to evaluate and maximize the effectiveness of the appeals process.
- Having accurate and consistent information on which to base findings.
- Meeting timeframes associated with the appeals process.

Failure to use good judgment in researching and handling sensitive and confidential material and in imparting information could result in misspent program dollars, litigation against the department, or information being released to unauthorized persons in violation of State and Federal law and/or the deprivation of rights and services to IHSS clients and their providers.

OTHER INFORMATION

This SSA must have good interpersonal communication skills and be able to work well under pressure. Some local travel may be required.